

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Grant Award No.	VW09280040, VS and RV 09010040		
Date of Site Visit	6/2/10		
Recipient Name	Butte County		
Implementing Agency	Butte County Probation Dept		
Project Title	Victim/Witness Assistance VOCA/VAWA Stimulus		
STATE (VWA) \$VW \$104,752 VS \$0, RV \$0		VOCA \$VW \$87,297, VS \$18,159, RV \$0	VAWA \$VW \$0, VS 0, RV \$12,231
Grant Period: Victim Witness 7/1/09 – 6/30/10 Stimulus Grant VS 7/1/09 – 6/30/10, RV 7/1/09 – 9/30/10			
Address: 42 County Center Dr			
Oroville, Ca 95965			
Project Director: John Wardell			
Financial Officer: Greg Iturria			
Project Coordinator: Katherine Whitlock			
PERSONS INTERVIEWED DURING SITE VISIT			
NAME	TITLE	TELEPHONE #	
Katherine Whitlock	Program Coordinator		
Rob Freitas	Fiscal Officer		
Ken Morgan	Assistant Chief Probation Officer		
Lucinda Brazil	Manager Personnel Operations		
Valerie Weiss	Management Analyst Administration		
Meegan Condon Jessee	Principal Management Analyst		
SIGNATURES		DATE	
Cal EMA Program Specialist:			
Cal EMA Section Chief:			
Project Representative			

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Checklist Items	Yes	No	Comments
A. ADMINISTRATIVE REVIEW			
1. Operational Documents – Review hard copy / verify the ability to access on line:			
• Cal EMA Recipient Handbook (R.H.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• The Approved Grant Award Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• The RFA/RFP (supersedes the requirement of the R.H.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• The Program Guidelines (supersedes the requirement of the R.H.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Is the project familiar with Office of Management and Budget (OMB) Circulars which govern their organization? Circulars may be found at www.whitehouse.gov/omb/circulars .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Fidelity Bond – Community Based Organization (CBO) & American Indian Organizations Only			
• Obtain copy of required CBO bonding? <i>[R.H. Section 2161]</i>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
• Does the bond show:			n/a
○ Bonding company name	<input type="checkbox"/>	<input type="checkbox"/>	n/a
○ Bond number	<input type="checkbox"/>	<input type="checkbox"/>	n/a
○ Description of coverage	<input type="checkbox"/>	<input type="checkbox"/>	n/a
○ Amount of coverage (50% of allocation)	<input type="checkbox"/>	<input type="checkbox"/>	n/a
○ Bond period	<input type="checkbox"/>	<input type="checkbox"/>	n/a
○ Grant award number	<input type="checkbox"/>	<input type="checkbox"/>	n/a
○ Bond include Form A (Employee Dishonesty) and Form B (Forgery Coverage)?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
○ Is Cal EMA named on the bond as the beneficiary?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
3. Environmental Impact – CEQA Compliance <i>[R.H. Section 2153]</i>			
• Does the project have their CEQA documentation on file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Proof of Authority <i>[R.H. Section 1350]</i>			
• Does the project have a written authorization/resolution on file as required by the Grant Award Agreement? Ask for Copy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Organizational Chart			
• Review the organizational chart. Are all budgeted positions identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VW, VS, VR

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Checklist Items	Yes	No	Comments
A. ADMINISTRATIVE REVIEW (Continued)			
6. Cal EMA Modification (CalEMA 2-223)			
<ul style="list-style-type: none"> • Review the purpose/preparation of Grant Award Modification [R.H. Section 7500]. Instruct the project staff on the procedure to obtain the most recent forms from Cal EMA website. <ul style="list-style-type: none"> ○ Budget changes ○ Change in key personnel ○ Adding/changing additional signers ○ Change goals/objectives or activities ○ Address change ○ Other 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Personnel Policies			
<ul style="list-style-type: none"> • Does the project staff have access to written personnel policies as required? [R.H. Section 2130] 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Do policies include: <ul style="list-style-type: none"> ○ Maintenance of personnel files for all paid and volunteer staff including job applications, salaries, benefits, and current job duties/descriptions? ○ A current Drug Free Workplace policy statement on file signed by the employee [R.H. Section 2152]? ○ Work hours ○ Compensation rates ○ Overtime • Did the Board approve the agency's current personnel policy? 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Functional Timesheets			
<ul style="list-style-type: none"> • Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R.H. Section 11331] 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure they are signed by the staff and supervisor). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Duties of Financial Officer and Bookkeeper			
<ul style="list-style-type: none"> • Are the duties of the financial officer and bookkeeper separate to ensure no one person has complete authority over a financial transaction? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ○ Name of individual (or title) who approves purchases ○ Name of individual (or title) who writes checks ○ Name of individual(s) (or title(s)) who signs checks 			Rob Frietas Auditor Auditor

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Checklist Items	Yes	No	Comments
A. ADMINISTRATIVE REVIEW (Continued)			
10. Source Documentation			
• Does the project maintain a record-keeping system which will accurately support costs claimed on Report of Expenditure and Request for Funds (CalEMA 2-201)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Does the project maintain an accurate inventory log of equipment purchased with grant funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Project Expenditures			
• Does the project's expenditure rate commensurate with the elapsed period of the grant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VAWA RV – requested stimulus extension
• Are the project's expenditures being made in accordance with the terms of the Grant award Agreement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Does the project need to submit a Grant Award Modification Request (CalEMA 2-223)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Is the project up-to-date with the submission of CalEMA 2-201	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Match Requirements			
• Does the project have a match requirement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Is the project meeting the match requirement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Review the supporting documentation to substantiate cash or in-kind match.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. EEO Policy			
• Go over EEO Checklist (separate document attached)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For VS, and RV grant attachments are in the VW file.
B. PROGRAMMATIC REVIEW - GENERAL			
1. Program Goals and Objectives			
• Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the programs and objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Does the project staff need to submit CalEMA 2-223 to modify their grant goals/objectives?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Progress Report			
• Discuss and review the programmatic Progress Report Requirements. Are the reports being submitted timely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Checklist Items	Yes	No	Comments
B. PROGRAMMATIC REVIEW – GENERAL (Continued)			
3. Source Documentation - Programmatic			
• Is the project maintaining a record keeping and data collection process that will accurately support the project's reported data on the Progress Report form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Review the project's file system and adapt collection process			They keep track on an intake sheet – stat services. I obtained a copy of how they record services.
4. Operational Agreements			
• Does the project have current Operational Agreements as required by the Grant award Agreement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Current Operational Agreements on file with:			
(1) Sexual Assault (mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rape Crisis Intervention
(2) Domestic Violence (mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Catalyst Domestic Violence Services
(3) Child Services (mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Feather River Tribal Health
(4) Law Enforcement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(5) Probation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(6) District Attorney	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(7) Other	<input type="checkbox"/>	<input type="checkbox"/>	
4. Project Staff Duties			
• Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement and job description/duty statement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Checklist Items	Yes	No	Comments
SUPPLEMENTAL PROGRAMMATIC REVIEW			
1. MANDATORY SERVICES			
a. Crisis Intervention			
(1) Provide in person/telephone contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Provide crisis intervention and arrange for needed services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Emergency Assistance			
(1) Arrange emergency assistance within the first 24 hours after initial contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
(2) Written procedures in place for disbursing funds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
(3) OA(s) on file with service providers (i.e. shelters)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
c. Resource and Referral Assistance			
(1) Provide non-emergency referrals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) OA(s) on file with service providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Direct Counseling			
(1) Provide in person or telephone guidance and/or emotional support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) If counseling is provided, it is at a level that does not require a licensed professional	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) If counseling is referred, OA(s) on file with service providers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
e. Victims of Crime Claims			
(1) Assist clients in preparing applications for compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Advocate is aware their role does not include determination of eligibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Is a joint Powers unit locally located	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In their office they also service Colusa and Glenn claims
f. Property Return			
(1) Assist in the return of property held as evidence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) If property cannot be returned, an explanation is provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Checklist Items	Yes	No	Comments
SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)			
1. MANDATORY SERVICES (Continued)			
g. Orientation to the Criminal Justice System			
(1) Provide information on the location, procedures, and functions of local criminal justice agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Written material/brochures are available in languages appropriate to local ethnic needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
h. Court Escort			
(1) Provide physical accompaniment during court appearances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Provide physical accompaniment during interviews with law enforcement and prosecution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
i. Presentations and Training for Criminal Justice Agencies			
(1) Conduct informational presentations regarding resources available through V/W Centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Conduct informational presentations explaining the rights and needs of victims	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
j. Public Presentations and Publicity			
(1) Promote public awareness of V/W services through public media	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Victim rights week/booth at fair news paper/radio
(2) Conduct presentations to victim service organizations and community groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Participate in Victims' Rights Week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Victims award ceremony. Honored those who were victims in stages of crisis.
k. Case Status/Case Disposition			
(1) Advise victim of the progress and disposition of case	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Assist victim with preparing Victim Impact Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Notification of Family/Friends			
(1) Notify victim's relatives and/or friends of the occurrence of the crime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
m. Employer Notification			
(1) Notify employer that client was a victim/witness to a crime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Encourage employer to minimize any loss of pay or other benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Checklist Items	Yes	No	Comments
SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)			
1. MANDATORY SERVICES (Continued)			
n. Restitution			
(1) Assist in obtaining restitution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Provide the Probation Department, District Attorney, and Court with information relevant the victim's losses prior to the imposition of sentencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. OPTIONAL SERVICES			
(1) Employer Intervention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Creditor Intervention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Child Care Assistance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(4) Witness Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	District Attorney
(5) Funeral Arrangements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Financial only/compensation board
(6) Crime Prevention Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(7) Witness Protection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	District Attorney
(8) Temporary Restraining Order (TRO) Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(9) Transportation Assistance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Give out information only
(10) Court Waiting Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. AGENCY ORGANIZATION			
a. Facility			
(1) V/W Center is open during normal business hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8:00 – 4:00 close for lunch
(2) Waiting Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Private Interview Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Personnel & Organization			
(1) Reporting lines of Authority are consistent with the Project Contact Information form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Authorization for additional signature authority is current	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Evidence of completion of 40 hour Entry-Level Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Checklist Items	Yes	No	Comments
SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)			
b. Personnel & Organization (Continued)			
(4) Evidence of completion of Advance Training, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(5) Evidence of completion of Coordinator's Training, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(6) Volunteers utilized as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(7) Utilize functional time sheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Additional Comments / Notes:			



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Checklist Items	Yes	No	Comments
SUPPLEMENTAL PROGRAMMATIC REVIEW -- STIMULUS GRANTS ONLY			
(1) Does the timesheets for staff charged to VS grant match Hours Worked by Position monthly reports?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
(2) Does the timesheets for staff charged to RV grant match Hours Worked by Position monthly reports?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
(3) Does the Grantee have documentation supporting new or retained position(s) claimed in the VS grant?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
(4) Does the Grantee have documentation supporting new or retained position(s) claimed in the RV grant?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
(5) Does the Grantee have receipt documentation showing brochures or other purchased items (computers, monitors, etc.) were from "Buy America" business concerns?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lap top from Computers Plus – program submitted a receipt
Additional Comments / Notes:			
Lap top			